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DD/A Registry
 File Medical

MEMORANDUM FOR: Executive Officer to the DDA
 VIA : Chief, Regulations Control Branch, ISAS
 FROM : James H. McDonald
 Director of Logistics
 SUBJECT : Proposed Headquarters Notice - Smoking in
 GSA Controlled Buildings and Facilities

1. Action Requested: It is requested that the attached proposed Headquarters Notice be published no later than 27 November 1978.

2. Background: The proposed notice outlines the procedures governing the "Smoking/No Smoking" ruling as outlined by GSA for government buildings and facilities.

3. Recommendation: In order to provide sufficient advance notice to employees, it is recommended that the proposed notice be published no later than 27 November 1978.



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James H. McDonald

Att

cc: EO/DDA

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SMOKING IN GENERAL SERVICES ADMINISTRATION (GSA)
CONTROLLED BUILDINGS AND FACILITIES

1. In conformance with the regulation controlling smoking in buildings and facilities maintained by GSA, this Agency has elected to adopt a policy which strives to maintain an equitable balance between the rights of non-smokers and smokers. Effective 1 December 1978, smoking will be prohibited in the following areas:

a. Auditoriums, classrooms, conference rooms, and elevators.

"No Smoking" signs will be posted in these areas, and receptacles for smoking refuse will be placed outside the entrances to the facilities.

b. Shuttle vehicles.

c. Hazardous areas which involve flammable liquids, gases, and vapors, or in all other locations where a collection of readily ignitable combustible material exists.

d. Smoking will not be permitted in libraries, except in those non-stack areas specifically designated as "Smoking" areas.

e. An employee occupying a private office is authorized to declare that office as a "No Smoking" area.

f. "No Smoking" areas will be established in cafeterias and identified by appropriate "No Smoking" signs.

g. Smoking in open space work areas can be allowed and supervisors should plan work space in a manner so that employees who desire "No Smoking" areas can be accommodated providing that:

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(1) Efficiency of work units will not be impaired.

(2) Additional space will not be required.

(3) Costly alterations to the space or procurement
of additional office equipment will not be necessary.

h. In medical care facilities, smoking is restricted to
waiting areas, staff lounges, private offices, and specially
designated areas. Waiting areas will be divided into "Smoking"
and "No Smoking" sections whenever possible.

2. All employees are expected to respect the rights of others and
comply with these provisions.

3. Approved Agency building standard signs will be conspicuously
placed alerting employees to those areas designated "Smoking" or "No
Smoking." Additionally, "Thank You For Not Smoking" tent card signs will
be available in Agency supply rooms for employees wishing to display them
in private offices.

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John F. Blake
Deputy Director
for
Administration

26 NOV 1978